



Rizzetta & Company

Board of Supervisors' Meeting August 8, 2023

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chape, FL 33544
813.994-1001**

www.mitchellranchcdd.org

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

Residence Inn by Marriott Tampa located at 2101 Northpointe Parkway, Lutz, Florida 33588
www.mitchellranchcdd.org

Board of Supervisors	Kelly Evans	Chairman
	Lori Campagna	Vice Chairman
	Paulo Beckert	Assistant Secretary
	Pete Williams	Assistant Secretary
	Christopher Smith	Assistant Secretary
District Manager	Debby Wallace	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	Brian Surak	Clearview Land Design

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813)994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 944-1001
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
mitchellranchcdd.org

August 1, 2023

**Board of Supervisors
Mitchell Ranch Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Mitchell Ranch Community Development District will be held on **Tuesday, August 8, 2023 at 9:00 a.m.** immediately following adjournment of Copperspring Community Development District, at the Residence Inn by Marriott Tampa located at 2101 Northpointe Parkway, Lutz, Florida 33588. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. None
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held on July 11, 2023Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for June 2023Tab 2
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Aquatic ReportTab 3
 - D. Landscape and Irrigation Update
 - E. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,
Debby Wallace
Debby Wallace
Regional District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

The regular Meeting of the Board of Supervisors of the Mitchell Ranch Community Development District was held on **Tuesday, July 11, 2023, at 10:04 a.m.** at Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

Present and constituting a quorum were:

Kelly Evans	Board Supervisor, Chair
Lori Campagna	Board Supervisor, Vice-Chair
Christopher Smith	Board Supervisor, Assistant Secretary
Pete Williams	Board Supervisor, Assistant Secretary

Also Present were:

Debby Wallace	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin Vericker
Scott Herman	Representative, Fieldstone

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Wallace called the meeting to order and confirmed a quorum.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Audience comments were entertained regarding ants along the trail and street signs.

THIRD ORDER OF BUSINESS

**Consideration of Aquatic
Maintenance Addendum**

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the Aquatic Maintenance Addendum adding pond #9 to the scope of services at no additional cost, for Mitchell Ranch Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-08,
Re-Designating Secretary**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved Resolution 2023-08, naming Scott Brizendine as Secretary, for Mitchell Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of FY 2022 Financial Audit

Ms. Wallace noted that it was a clean audit.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors ratified the financial audit for year ending September 2022 completed by Grau & Associates along with the filing with the necessary government entities, for Mitchell Ranch Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Mulch Proposal

This matter was tabled.

SEVENTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Regular Meeting held on June 13,
2023**

On a Motion by Ms. Evans, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on June 13, 2023, as presented, for Mitchell Ranch Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of O&M Expenditures
for May 2023**

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the O&M expenditures for May 2023 (\$53,773.27), for Mitchell Ranch Community Development District.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No report.

B. District Engineer
Not present.

C. Aquatic Report
The Board reviewed the monthly report and asked that Sitex look at pond #9 and notify the District Manager if there is any bank erosion so that the District Engineer can provide an estimate for repairs.

D. Landscape and Irrigation Report

The Board asked Mr. Herman to inspect ponds 8 and 9 to ensure the pond bank mowing is being done correctly.

E. District Manager

Ms. Wallace reminded the Board of Supervisors that the next meeting is scheduled for August 8, 2023, at 9:00 a.m. at the Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

Ms. Evans stated that she reached out to Econostripe last month as directed by the Board to see if they would be willing to reduce the price for the street signs to \$6,000. She explained that they are not able to reduce the price from the original \$8,565.

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved the proposal for Econostripe and Thermoplastic, Inc to install street signs at a cost of \$8,565, for Mitchell Ranch Community Development District.

TENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor comments put forward.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Wallace stated that there were no other matters to come before the Board of Supervisors at this time.

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors adjourned the meeting at 10:24 a.m. for Mitchell Ranch Community Development District.

Secretary/Assistant Secretary

Chairman/ Vice Chairman

Tab 2

Mitchell Ranch Community Development District

District Office · Tampa, Florida - (813) 994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614

www.mitchellranchcdd.org

Operations and Maintenance Expenditures

June 2023

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$ 35,340.73**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Christopher Smith	100133	CS061323	Board of Supervisors Meeting 06/13/23	\$ 200.00
Duke Energy	100130	9101 3958 8485 05/23	0000 State Road 54 LITE 05/23	\$ 952.02
Duke Energy	ACH	9100 8922 3115 05/23 Autopay	2809 Legend Pasture Rd 05/23	\$ 30.79
Duke Energy	ACH	9100 8922 3264 05/23	2778 Legend Pasture Rd Lift 05/23	\$ 62.03
Duke Energy	ACH	9100 8922 3446 05/23	2899 Bear Landing Way 05/23	\$ 152.34
Duke Energy	ACH	9100 8922 3602 05/23 Autopay	2911 Legend Pasture Rd 05/23	\$ 30.79
Duke Energy	ACH	9100 8922 3793 05/23 autopay	2965 BEAR LANDING WAY 05/23	\$ 30.79
Duke Energy	ACH	9100 8922 3967 05/23 autopay	00000 State Rd 54 Lite 05/23	\$ 844.74
Duke Energy	ACH	9100 8922 4140 05/23	0000 Little RD 05/23	\$ 617.76
Duke Energy	ACH	9100 8922 4306 05/23 autopay	0000 Little Rd Lite 05/23	\$ 3,090.23
Duke Energy	ACH	9100 8922 4463 05/23 Autopay	3043 Legend Pasture Rd 05/23	\$ 30.79
Duke Energy	ACH	9100 8922 4645 05/23 Autopay	2609 Legend Pasture Rd 05/23	\$ 30.79
Duke Energy	ACH	9101 3841 5332 06/23 Auto Draft	8163 Rolling Tides Drive 06/23	\$ 16.45
Duke Energy	ACH	9101 3841 7178 05/23 Auto Draft	3159 Bear Landing Way 05/23	\$ 17.36
Duke Energy	ACH	9101 3842 0123 05/23 Auto Draft	2696 Welbilt Blvd 05/23	\$ 16.45

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
F Peter Williams	100134	PW061323	Board of Supervisors Meeting 06/13/23	\$ 200.00
Fieldstone Landscape Services	100135	19950	Monthly Landscaping Maintenance 06/23	\$ 14,134.33
Grau & Associates, P.A.	100126	24252	Audit FYE 09/30/2022	\$ 4,700.00
Jayman Enterprises, LLC	100127	2562	Removed Graffiti 05/23	\$ 125.00
Kelly Evans	100136	KE061323	Board of Supervisors Meeting 06/13/23	\$ 200.00
Lori Campagna	100137	LC061323	Board of Supervisors Meeting 06/13/23	\$ 200.00
Pasco County Property Appraiser	100129	050223 Mitchell Ranch	Non-Ad Valorem Assessment Fees FY23/24	\$ 150.00
Pasco County Tax Collector	100138	061223 Postage 22/23	CDD Postage Assessment 06/22	\$ 116.23
Paulo Beckert	100139	PB061323	Board of Supervisors Meeting 06/13/23	\$ 200.00
Rizzetta & Company, Inc.	100125	INV0000080699	District Management Fees 06/23	\$ 4,199.34
Site Masters of Florida, LLC	100128	052623-7	Replaced Sidewalk Panel 05/23	\$ 800.00
Sitex Aquatics, LLC	100131	7464	Monthly Lake Maintenance 06/23	\$ 2,070.00
Straley Robin Vericker	100132	23182	General Legal Services 05/23	<u>\$ 2,122.50</u>
Total				<u>\$ 35,340.73</u>